

ENERGY SECTOR EDUCATION TRAINING AUTHORITY



PROCEDURE FOR THE REGISTRATION OF SHORT
COURSES

1.0 INTRODUCTION

1.1 ESETA recognizes that the provision of short courses is a viable and common method for:

- Gaining meaningful learning for optimal workplace functioning;
- Accessing learning in a manageable manner – time, cost, energy;
- “Just-in-time learning” and just enough learning”;
- Meaningful career and learning pathways;
- Improved workplace practice;
- Improved employability and mobility of learners.

1.2 Providers offering short course programmes which are not unit standard based may submit application through the ETQA for the registration and recognition of such programmes.

1.3 The ESETA Learnership Department shall as far as possible assist the providers to convert the short courses into full unit standard based programmes

1.4 **The benefits of registration and recognition are that:**

- The programmes may be marketed as such;
- They can be included as provision on “workplace skills plans” for the repayment of skill levies.
- The ESETA shall increase its scope of influence within the energy and water sectors
- More and more programmes in the sector will move towards carrying credits in line with the National Qualifications Framework.
- Organisations running such programmes shall access the appropriate grants.

1.5 **Defining Short Courses:**

- A learning programme presented by a recognized and accredited provider;
- Short non-accredited learning programmes presented by energy & water organisations;
- Quality assurance of provisioning is desirable if not essential.

2.0 PROCEDURE

1. Receive application for registration.
2. Evaluate the application.
3. Confirm the registration recommendation.
4. Register the short courses.
5. Issue the certificate of recognition of short courses.
6. Update the ESETA database.

3.0 RESPONSIBILITIES

3.1 The ETQA Officer is responsible for:

- Receiving and checking the application for completeness.
- Checking the qualification of the applicant.
- Inputting data related to the registration of short courses.
- Uploading the information to the ESETA database.
- Communicating with providers regarding registration of short courses

3.2 The ETQA Manager is responsible for:

- Overseeing the registration of short courses;
- Reviewing reports on the registration of short courses;
- Approving and signing the certificate of recognition of short courses.
- Manage the quality assurance of the programme
- Manage the moderation process of the programme

3.3 The ETQA Committee is responsible for:

- Confirming the registration of short courses.

3.4 The role of the Learnership

- Registration of Learners onto the Skills Programme
- Advise in the management of the implementation of training
- Manage the grant payments
- Monitor the implementation

4.0 GRANT PAYMENT

The grants shall be paid in accordance to the ESETA Funding Policy

5.0 LEARNER CERTIFICATION

- 5.1 At the end of the programme the Provider presenting the Skills Programme shall furnish to the **ETQA Manager** or his/ her **delegate** the **Portfolios of Evidence** and other details of the Summative Assessment results
- 5.2 The ETQA Manager shall arrange for the Moderation Process in line with relevant policy
- 5.3 The Learners who satisfy all quality requirements of the Skills Programme shall be certificated